

Buyout/Early Out Incentive Approved for NASA Headquarters

December 5, 2005

NASA Headquarters recently conducted an Institutional Requirements Review of the workforce and overall budget for corporately funded activities. This review was performed to ensure there is consistency between headquarters staffing and budgeted resources with the agency's revised strategic direction. After the review, each Headquarters organization conducted an analysis of its current workforce to identify excess competencies either in the form of a reduced or an eliminated competency requirement. Based on this information, Headquarters requested and received the authority to reopen buyout/early out opportunities to permanent General Schedule employees in order to align organizations with the new agency direction.

The buyout/early out window will be open from Monday, December 5, 2005, through Friday, December 16, 2005. Applications will be accepted between 8 a.m. and 4 p.m. each day. Employees who apply for the buyout/early out must sign an agreement stating that in exchange for an incentive payment you agree to voluntarily resign or retire by January 3, 2006. Buyout approval notifications will be issued beginning December 20. Employees are urged to take the application for an incentive seriously and be prepared to separate from NASA's rolls by January 3, 2006. Following is a general description of eligibility requirements.

The competencies listed below were identified as areas where buyout incentives can help rebalance the Headquarters workforce. Letters are being issued to all permanent Headquarters employees occupying positions with these primary competencies. Applications will also be accepted from permanent General Schedule employees outside the buyout pool who are interested in a buyout. All applications will be reviewed in conjunction with critical staffing needs and discussions with the applicant's management on their proposed restructuring plans prior to allowing any buyouts/early outs. Buyouts/early outs will be approved in the following priority order:

PRIORITY 1: Employees in positions where the primary competency is one of the competencies identified as surplus AND the employee is assigned to an organization that identified the competency as surplus. Concurrence will be obtained from the losing organization prior to final approval. If applications exceed the number identified by an organization for reduction in a surplus competency, buyouts will be allowed in Federal Service Computation Date (FSCD) order. Excess applications will be placed in Priority 2 EXCEPT in the case where the total number identified for reduction in a surplus competency is met. In these cases, excess applications will be placed in Priority 3.

PRIORITY 2: Employees in positions where the primary competency is one of the competencies identified as surplus AND the employee is assigned to an organization that did not identify the competency as surplus. This group also may include applications that exceed the number identified by an organization for reduction in a surplus competency. Approvals will be based on FSCD order AND concurrence of the losing organization. If applications exceed the total number identified for reduction in a surplus competency, buyouts will be allowed in FSCD order. Excess applications will be placed in Priority 3.

PRIORITY 3: Employees in positions where the primary competency is one of the competencies identified as surplus AND the employee is assigned to any organization AND the employee application is identified as excess under Priority 1 or 2. Buyouts will be allowed in FSCD order, review of critical staffing needs AND concurrence of the losing organization.

PRIORITY 4: Employees in positions where the primary competency was not identified as surplus at the time the buyout plan was submitted. Buyouts will be allowed in FSCD order, review of critical staffing needs AND concurrence of the losing organization.

To provide further information, multiple briefings will be held the week of December 5. A notice will be sent out shortly with the specific dates and times. Additional Headquarters buyout information can be found at <http://www.hq.nasa.gov/buyout2006>, which will be available shortly.

Questions should be directed to Brenda Spicer, Human Resources Management Division at (202) 358-1561 or at brenda.l.spicer@nasa.gov.

Headquarters Surplus Competencies

December 2005

COMPETENCY	NUMBER OF BUYOUTS
Para-Professional Business Operations (165)	45
Business Management (113)	29
Program/Project Management (122)	16
Education Programs & Technologies (137)	13
Public Communications & Outreach (135)	13
Professional Administrative Operations (115)	14
Systems Engineering (7)	10
Engineering and Science Support (11)	9
Budgeting Management (119)	8
Equal Opportunity Management (129)	7
Business IT Systems (131)	4
Financial Management (118)	3
Acquisition & Contract Management (124)	4
Commercial Technology (117)	2
Policy Management (169)	2
Information Resources Planning & Evaluation (1078)	2
International Program Development (157)	1
Facilities Operations & Maintenance (1098)	1
Institutional Logistics, Supply & Transportation (134)	1
Physical Security (1072)	1
Mission Analysis and Planning (1)	1
Computer Systems and Engineering (80)	1
Database Management Systems (1080)	1
Payload Integration (5)	1
Air Breathing Propulsion (69)	1
Quality Engineering and Assurance (29)	1
Safety Engineering and Assurance (27)	1
Biomedical Research (34)	1
International Relations (1004)	1